

## Request for Appropriation

(See instructions on reverse side and JR4-3-101 through 201)

### SECTION I - To be completed by requesting legislator

Name: Senator/Representative \_\_\_\_\_ Date \_\_\_\_\_

Funding Request Name \_\_\_\_\_

Description of Funding Item \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Agency through which funds would be administered \_\_\_\_\_

What is the statewide public purpose?\*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

\_\_\_\_\_ General Fund

\_\_\_\_\_ Educ. Fund

\_\_\_\_\_ Transp. Fund

\_\_\_\_\_ Other:

\_\_\_\_\_ FY17 (One-time)

\_\_\_\_\_ FY18 (One-time)

\_\_\_\_\_ FY18 (Ongoing)

\_\_\_\_\_ Nonlapsing

Project Contact Information: Name \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_

Phone # \_\_\_\_\_

Email \_\_\_\_\_

Appropriations Committee Recommendation \_\_\_\_\_

Please attach any supporting documentation.

**\*All appropriations must be made to state agencies. State agencies must follow state procurement laws which require competitive bids, requests for proposal, or sole source determination.**

### SECTION II - To be completed by Legislative Fiscal Analyst's office

Entered on \_\_\_\_\_  
date

Entered by \_\_\_\_\_  
initials

**Instructions**  
**Request for Appropriation**

1. Completed forms must be filed with the Legislative Fiscal Analyst by noon of the 11th day of the general session (JR4-3-101).
2. Requesting legislators complete **Section I** and return the form to the Office of the Legislative Fiscal Analyst.
3. The Legislative Fiscal Analyst will enter your request into the online system and complete **Section II**.
4. The Request for Appropriation will be assigned to a subcommittee by the appropriate co-chair (House or Senate depending on membership of the sponsor) of the Executive Appropriations Committee using the online system.
5. Working with the co-chairs of the assigned subcommittee, staff will schedule the request for an appropriations meeting and note that meeting date in the online system.

NOTE: Appropriations subcommittee co-chairs have the option of when to schedule hearings. However, all hearings should be completed in time for actions to be included in the final report to the Executive Appropriations Committee.